



# Quick Reference Guide to the FDS Online Filing System

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## NY.gov ID Account

You must have a NY.gov ID account to access JCOPE's Financial Disclosure Statement ("FDS") Online Filing System. If your agency has not provided you with an account, you may create a personal account:

- Go to <http://my.ny.gov> and click on "Don't have an account?"
- Click on the "Personal" button
- Click on the "Sign Up for Personal NY.gov ID" button
- Create a username and password by following the prompts

Once you create a username, **please email the username to [ethel@jcope.ny.gov](mailto:ethel@jcope.ny.gov)**. We will link your NY.gov ID account to the JCOPE FDS Online Filing System and send you a notification by email that you have been provided with access to the online filing system.

## Forgotten Password/User ID

On the NY.gov sign-in screen, select "Forgot your Username or Password?" to retrieve your information.

## Locked Account

If you lock yourself out of your account, try the Forgotten Password Option before contacting NY.gov.

## Contacting NY.gov

For help accessing your NY.gov ID account, please contact:

NYS ITS Enterprise Service Desk Phone at (844) 891-1786 or [fixit@its.ny.gov](mailto:fixit@its.ny.gov).

## SUNY Employees ONLY

For help accessing your online account through the SUNY Portal, please contact:

SUNY Help Desk at (518) 320-1208 or [helpdesk@suny.edu](mailto:helpdesk@suny.edu).

**System Requirements** To access the FDS Online Filing System, you must use the following browsers:

- **Internet Explorer** – version 10 or higher
- **Firefox** – most updated version

## Navigation Instructions

For help with navigating JCOPE's FDS Online Filing System, please refer to the instructions located on JCOPE's website at <https://jcope.ny.gov/navigating-fds-online-filing-system>

**Filing Receipt** - Once your Dashboard on the FDS Online Filing System shows "FILED" next to the filing year, you will receive a notification by email that JCOPE has received your filing. Please keep this email for your records.

## Filing Status

- **"In Progress"** form started but not completed or submitted
- **"Filed"** filing complete and submitted
- **"Delinquent"** filing has not been completed or submitted